



# Human Resources Newsletter

## August 2001 News

### **What's New, What's Hot:**

Be on the lookout for revised PPM's: No. 21 incorporating new federal drug/alcohol testing regulations, No. 25 updating Attachments B & C and No. 52 incorporating new legislation governing payment of wages to discharged employees.

Nominations for next quarter's Employee Recognition Awards are due September 10.

The Substance Abuse Reference Manual for Supervisors is being revised to reflect USDOT's new drug/alcohol testing regulations. Copies will be made available.

Civil Service launched a new search tool on its web site. Visit [www.dscs.state.la.us](http://www.dscs.state.la.us).

### **Special Events:**

SCHR meeting scheduled for August 1.

Civil Service Commission hearing – August 8.

### **Recruiting:**

Janice Drake, Recruiting Coordinator, is eager to assist with employee recruiting needs! Call her at 225-379-1222.

### **Training:**

The New Employee Orientation for HQ Baton Rouge will be on August 1 at 8:30 a.m.

CPTP professional development course schedule for August 2001 – January 2002 recently issued by LTRC; don't let these wonderful training opportunities pass you by.

### **Compensation Unit:**

**Engineering Technician Job Study:** The ET Job study package was submitted to Civil Service on June 15<sup>th</sup>. We expect feedback from Civil Service within the next few weeks regarding the proposal. *(DOTD proposes a consolidated job series with generally higher GS levels to improve recruiting/retention, a reduction in supervisory levels to allow for a flatter organizational structure, an expansion of the current training series, and the establishment of a new DCL job.)*

**Clerical Review:** The Compensation Unit continues to review input from District Administrators and District Maintenance Engineers on the work performed by district Clerk 4 position.